Gross Liquor Sales (GLS) Report (Rev. 07/01/14) Online Instructions for <u>Brew Pub</u> Category Licensees

The GLS online reporting system is quick and simple to use! GLS reports are due each year on July 31^{st} . You may provide your report as early as July 1^{st} . The report involves the sale of liquor made during a particular <u>fiscal year from July 1 (previous year) thru June 30 (current year)</u>.

If your business is filing for a portion of the year (prorated) and not the entire Fiscal Year, you must file manually by hardcopy form. Currently, the online system only allows filing for the entire Fiscal Year. New Licenses, Transfer Licenses and Cancelled Licenses with prorated reports may not file online.

Prior to logging in to the GLS online system, please have the following sales numbers in hand ready to input for the current fiscal year.

- 1) Gross Liquor Sales Includes total liquor sales with tax
- **2)** Total Complimentary Liquor Sales At the value of its sales price
- **3)** Liquor Stock (in dollars, includes wholesale tax and bottle fees) Liquor Stock on hand as of July 1st of the previous year Total Liquor Purchases from July 1st (previous year) to June 30th (current year) Liquor Stock on hand as of June 30th (current year)
- 4) Cost of liquor sold for the fiscal year
- **5)** Total amount of liquor manufactured in **barrels** for the fiscal year
- 6) Total amount of manufactured product in barrels, sold to Class 3 Wholesale Licensees for the fiscal year

Access the GLS reporting website using **Internet Explorer, Version 7 or 8**. If you are unable to access the program, it may be due to the version of Internet Explorer. A potential fix for this issue is to go to "Tools – Compatibility View Settings" and click the box "Display All Websites in Compatibility View." See the following pages for step-by-step instructions to complete your GLS online report.

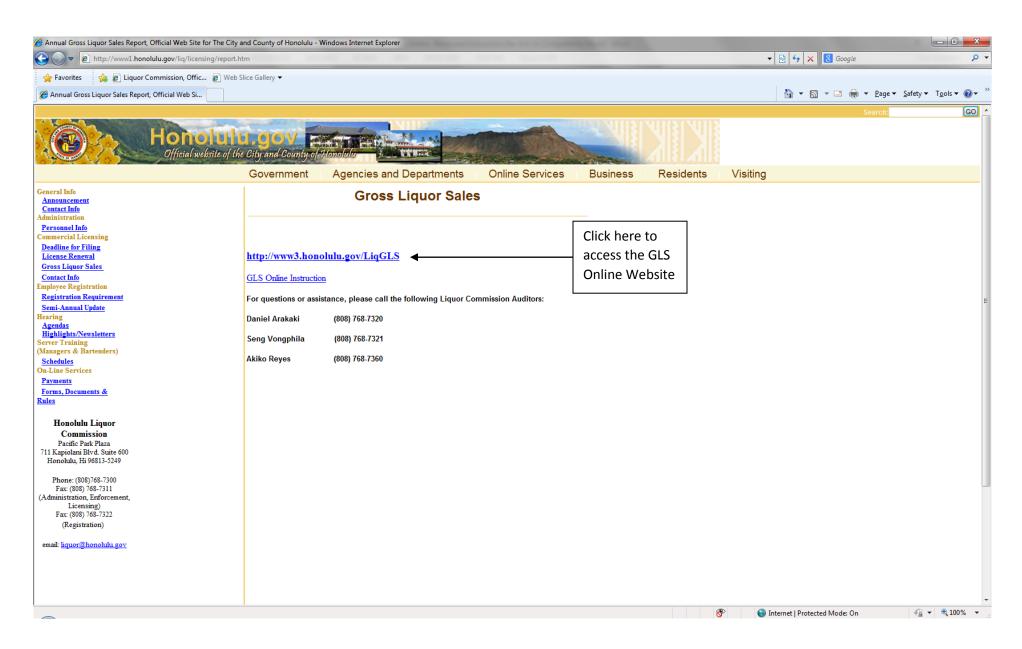
Should you need assistance, please contact someone from our Auditing Team.

Auditing Contacts:

Daniel Arakaki (808)768-7320 Seng Vongphila (808)768-7321 Akiko Reyes (808)768-7360

GLS Online Instructions for **Brew Pub** type Licensees

Access the GLS Webpage: http://www1.honolulu.gov/liq/licensing/report.htm

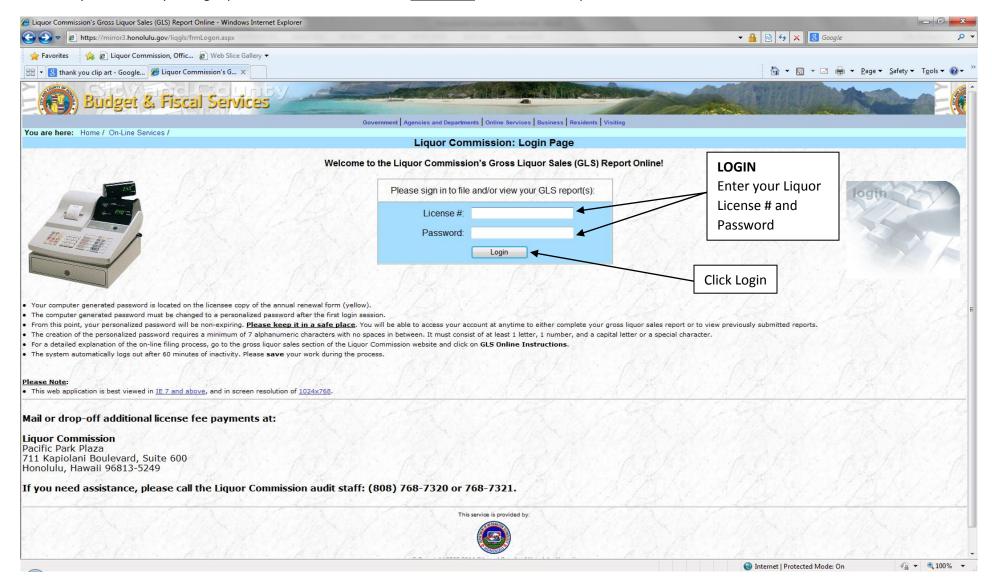


GLS Online Website https://www3.honolulu.gov/LigGLS/frmLogon.aspx

(Note: When accessing the GLS website, you may encounter a Security Alert prompt. Please "Accept" and the system will continue.)

The Login Page will appear. Enter in you Liquor License # and password.

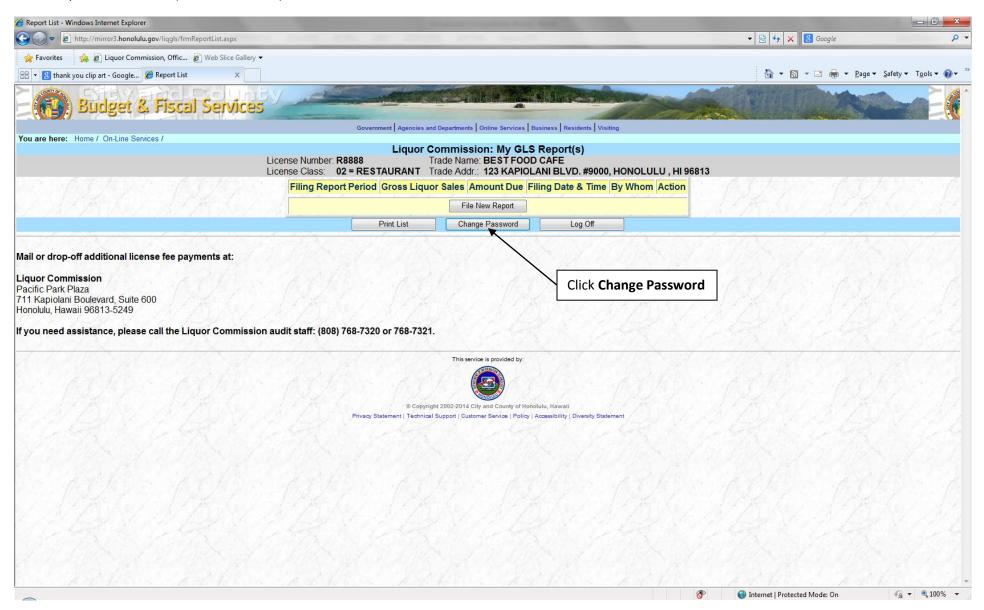
- License Number is your Liquor Commission License Number
- Password was provided to you in June, printed on your GLS Notification letter. When you first login, you will be prompted to change your password.
- If you have previously logged in, please use the password you created. Once the original password is changed, it will remain active.
- Keep your password safe for future use.
- If you have lost your login/password information and are authorized to contact the Liquor Commission for GLS matters, call 768-7320.



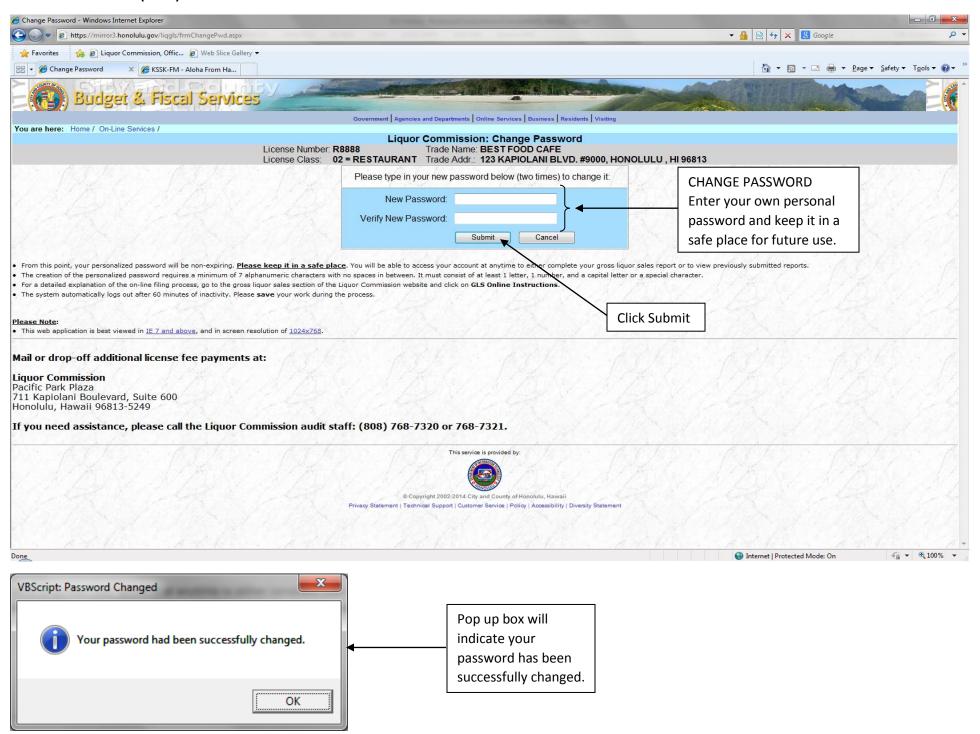
CHANGE PASSWORD

After you've logged in. You will be prompted to **change your password**. If this is your first time logging in, you are required to change your password. Passwords require 7 to 25 characters with a combination of at least three (3) of the following:

- Upper case letters
- Lower case letters
- Numbers
- Special Characters (!, @, #, \$, %, etc.)



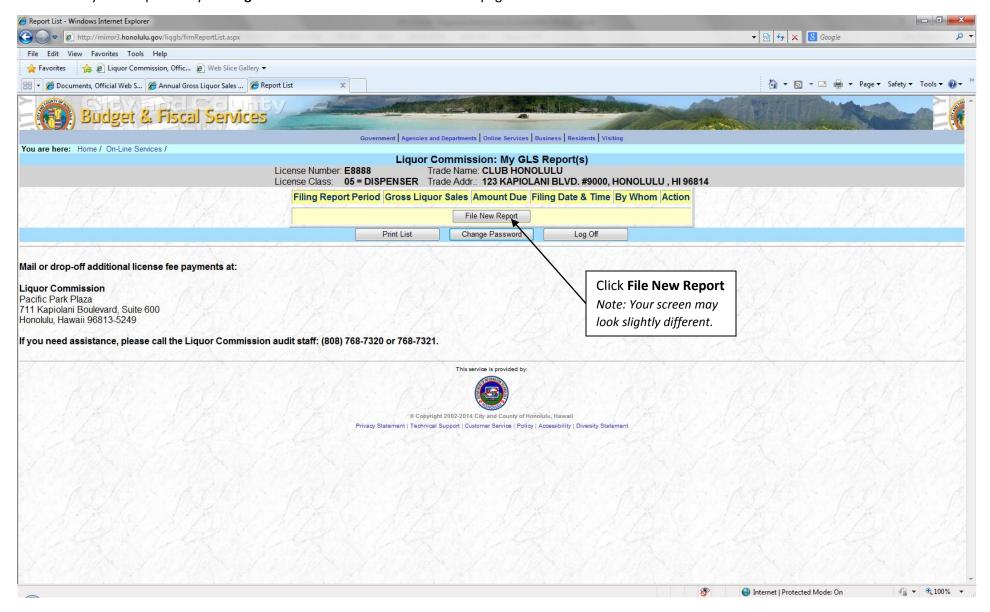
CHANGE PASSWORD (cont.)



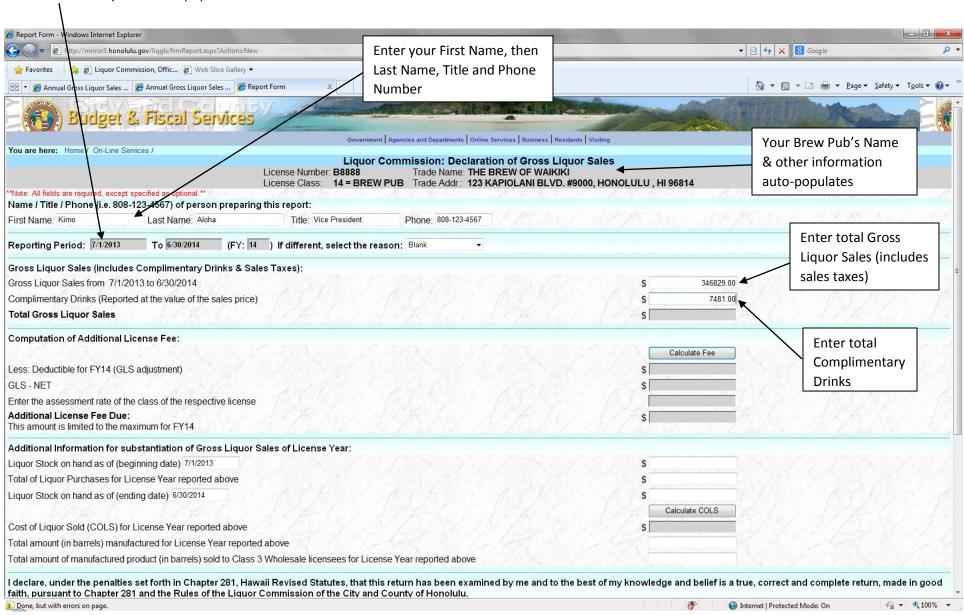
FILE A GLS BREW PUB REPORT

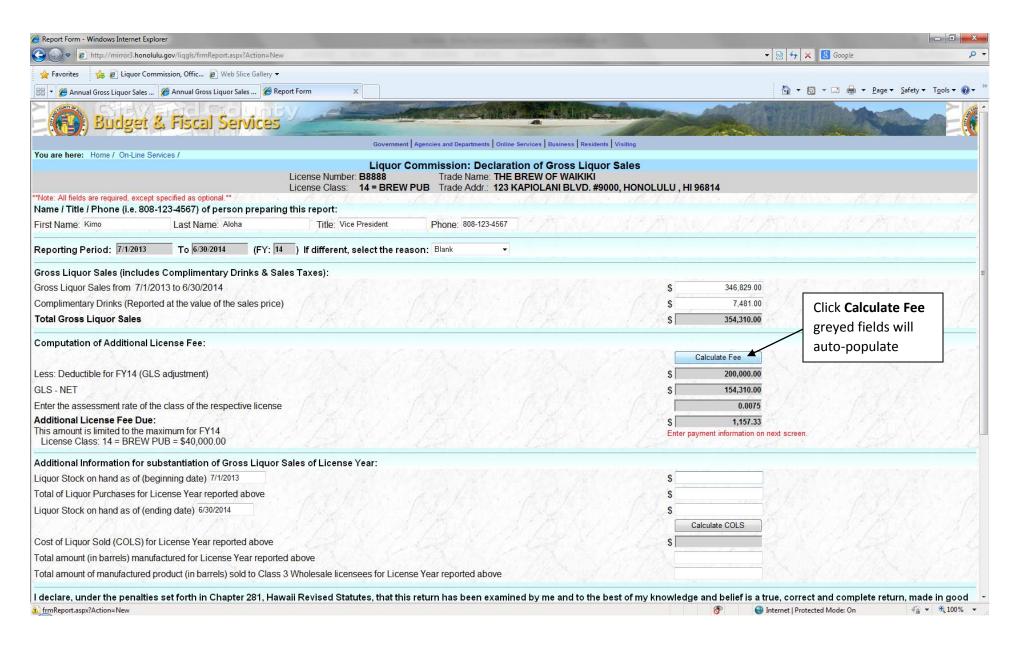
After your password is changed (if logging in for the first time), click File New Report

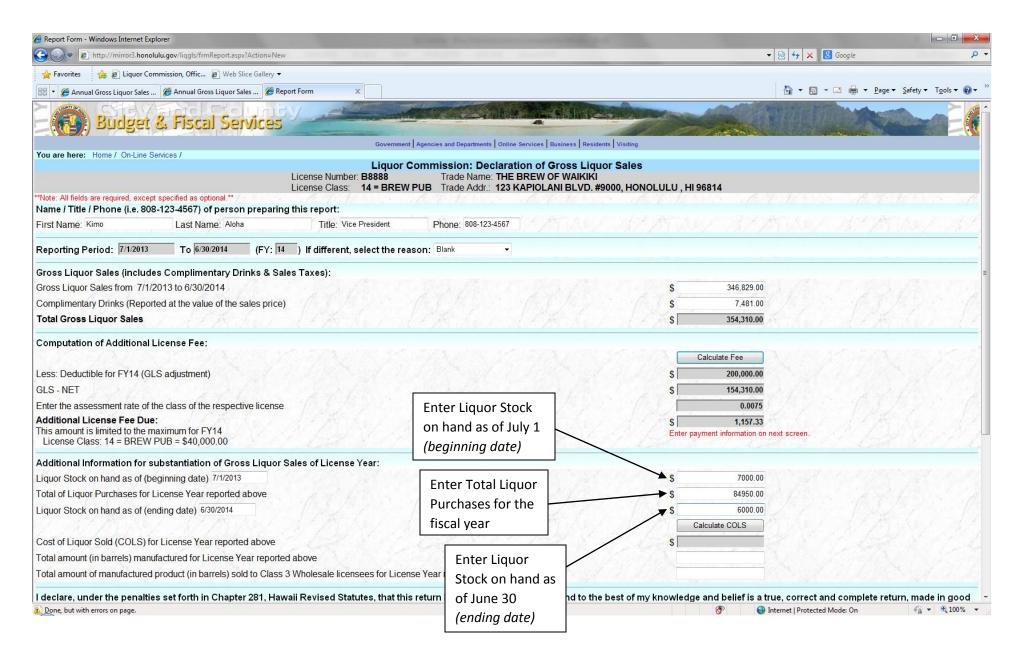
Please have your sales totals available to input. See page 1 for the information required. The system session is limited to 60 minutes however you may save the information you've inputted by **clicking the Save button** at the bottom of the page.

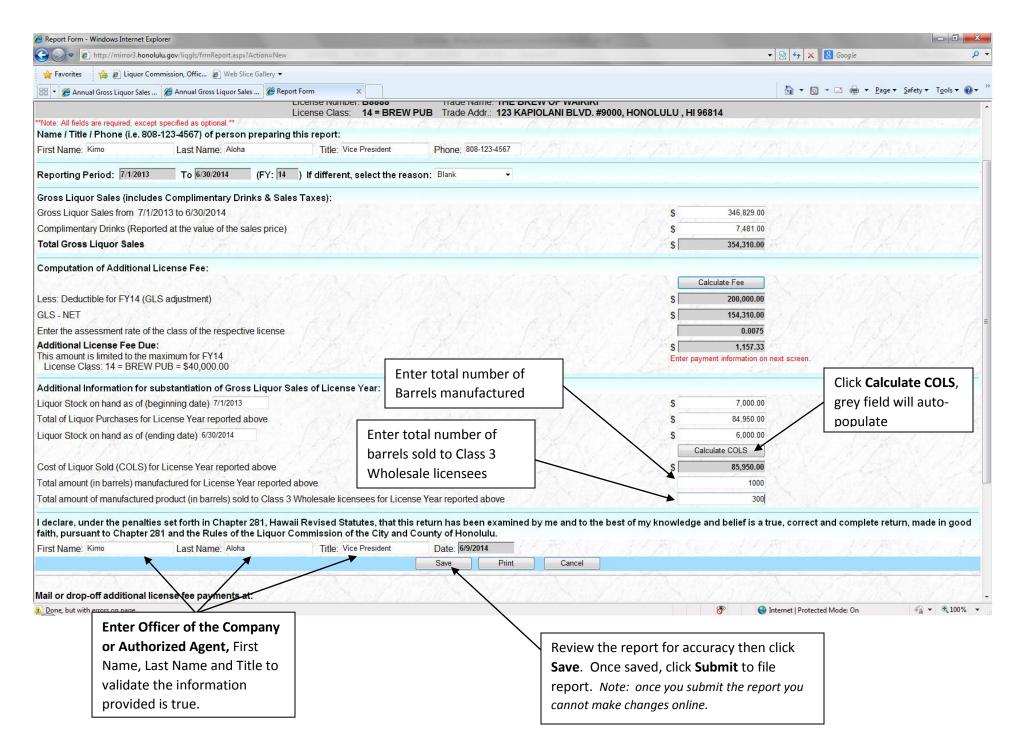


The current fiscal year is auto-populated.







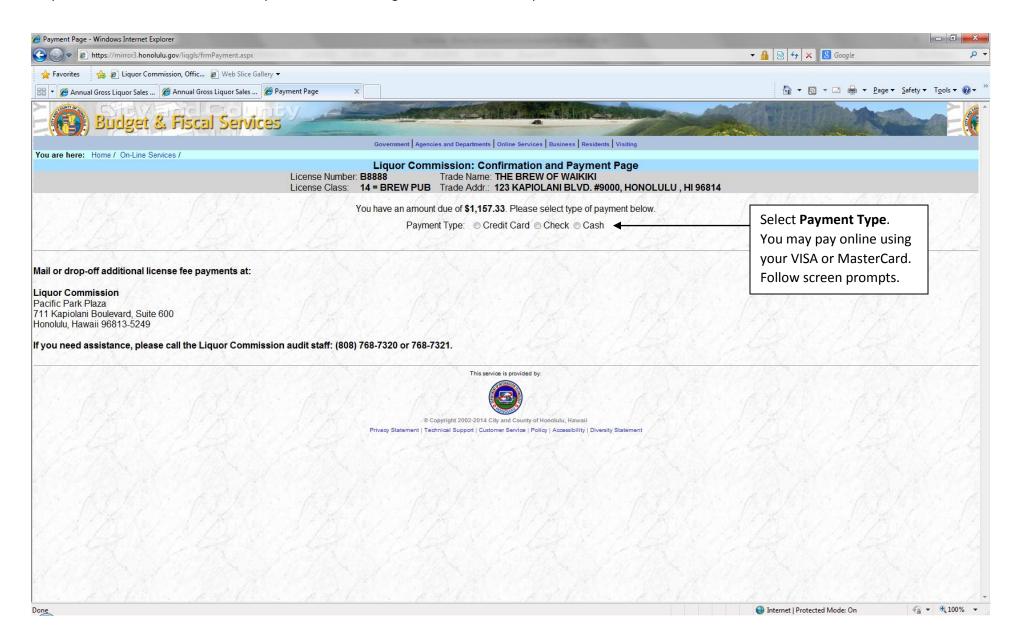


Once you have saved and submitted your report you will receive a confirmation.

Once the report is submitted, it can no longer be modified. If changes are required do the following:

- 1) Print out the original report (click Print)
- 2) Hand write "AMENDED" (large and bold) on the top of the print out
- 3) Line out errors and make corrections to the report as necessary
- 4) Mail or hand-delivery the Amended report with payment, if applicable.
- 5) Write-in the name and telephone number, if a different person is amending the report

Proper authorization to amend: Please print the name and sign the bottom of the report



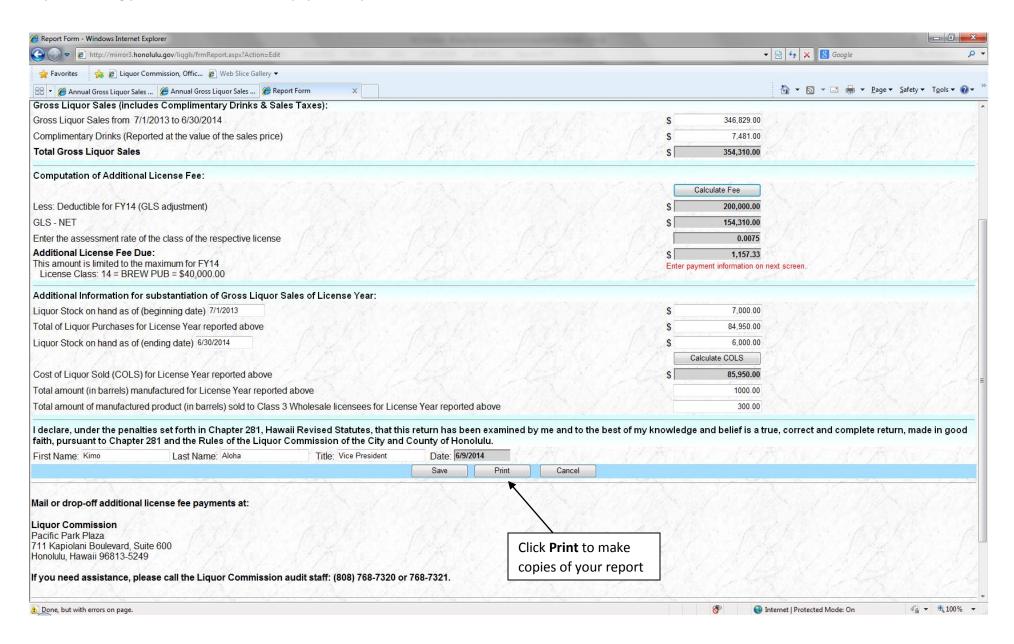
PRINT COPY

Click **Print** to keep a copy of the report (amount due is indicated on the report).

If you are mailing in a check payment or paying in person, please provide a copy of the report with your payment.

Make check payable to: "City & County of Honolulu"

Pay online using your Visa or Mastercard or pay cash in person.



GLS ONLINE REPORT COMPLETE

You have completed you report.

